



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

RECYCLING SPECIALIST I

Class No. 005481

RECYCLING SPECIALIST II

Class No. 005480

■ CLASSIFICATION PURPOSE

To perform professional work related to recycling policy and program development and implementation; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Recycling Specialist positions are found only in the Department of Public Works under the direction of a Recycling Coordinator. These classes perform professional analytical and administrative work related to recycling aspects of the San Diego County Solid Waste Ordinance, and recycling policies and programs that enable, facilitate and encourage the recycling of solid waste materials and promote the use of recycled/recyclable materials and products.

Recycling Specialist I:

This is the entry-level class in the Recycling Specialist series. Under general supervision, incumbents assist the Recycling Coordinator in administering the County's recycling program. The Recycling Specialist I performs the less complex assignments that do not require specialized technical skill. The Recycling Specialist I is distinguished from the next higher class, Recycling Specialist II, in that the latter is responsible for independently performing more complex assignments.

Recycling Specialist II:

This is the journey-level class in the Recycling Specialist series. Under general supervision, incumbents independently perform assignments requiring specialized knowledge and the determination of research and analytical methods. The Recycling Specialist II is distinguished from the next higher class, Recycling Coordinator, in that the coordinator is responsible for the overall administrative planning, implementation and coordination of various projects within the Recycling Program.

■ FUNCTIONS

The examples of functions listed in the class specifications are representative but not necessarily exhaustive or descriptive of any one position in the classes. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

The following apply to both classes:

Essential Functions:

1. Assists management in administering the County's Solid Waste Recycling Program.
2. Coordinates and administers purchasing, education, and consultation elements of the recycling program.
3. Assists in developing public education materials and programs to inform the public on how to reduce waste and use recycling sites.
4. Encourages and assists schools in developing recycling programs.
5. Researches, compiles and summarizes information for recycling studies and reports.
6. Sets up and maintains computerized databases and prepares spreadsheets.
7. Responds to inquiries from the public concerning the recycling program.
8. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Recycling Specialist II

Essential Functions:

All the functions listed above and:

1. Researches and recommends County policy on State and Federal issues relating to solid waste recycling efforts.
2. Develops components of the purchasing policy to encourage the use of recycled/recyclable materials, supplies, and products.
3. Analyzes and evaluates County ordinances relating to recycling, methods to decrease and/or regulate packaging waste and recommends new components and/or other revisions.
4. Researches and recommends policies and procedures in support of market development for the recycling program.
5. Evaluates and develops market expansion plans.
6. Assists in planning and developing industrial solid waste recycling programs.
7. Assists in implementing recycling plans and recycling aspects of the Solid Waste Ordinance through use of database analysis, environmentally preferred purchasing concepts, public education, producer responsibility marketing, and other technical assistance.
8. Conducts studies by researching, compiling and analyzing information; assists in the administration of recycling contracts and preparation of grant proposals.
9. Analyzes legislation pertinent to the recycling program.
10. Prepares reports.
11. Holds workshops for and gives presentations to community groups, businesses, schools and the public concerning the recycling program.
12. Provides technical guidance and training to subordinate staff.
13. Enforces ordinances and regulations related to recycling.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to both classes:

- Solid waste recycling programs.
- San Diego County Code of Regulatory Ordinances.
- California laws affecting recycling.
- The economy and market of recycled materials.
- Computer word processing, spreadsheet, and database use.
- Current issues in recycling.
- Public relations and public speaking.
- Contract administration.
- County customer service objectives and strategies.

Skills and Abilities to:

The following apply to both classes:

- Develop educational and public programs concerning solid waste recycling programs.
- Analyze laws and regulations pertaining to recycling programs.
- Develop written proposals to change or add new regulations/ordinances relating to recycling.
- Write reports and public education literature.
- Research and discover innovative solid waste recycling methods.
- Speak to groups regarding recycling programs.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and background.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.

- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Recycling Specialist I:

A bachelor's degree from an accredited college or university; AND, one (1) year of professional experience performing duties in the development, implementation, and administration of a private or public solid waste recycling program or non-burn resource recovery program.

Recycling Specialist II:

A bachelor's degree from an accredited college or university; AND, two (2) years of professional experience performing duties in the development, implementation, and administration of a private or public solid waste recycling program or non-burn resource recovery program, one year of which is comparable to Recycling Specialist I with the County of San Diego.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent: sitting and repetitive use of hands. Occasional: walking, standing, bending at the neck and waist, twisting neck and waist, simple grasping with right and left hand, power grasping with right and left hand, fine manipulation of right and left hand, pushing and pulling with right and left hand, reaching above shoulder level and below, lifting up to 75 pounds (recycling baskets) and carrying up to a distance of 50 feet.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment. Exposure to computer screens. Drives motor vehicle. Works around equipment and machinery. Exposure to excessive noise, dusts, gas, fumes, or chemicals. Use of special visual or auditory protective equipment. Potential exposure to biohazards.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: September 15, 1988
Revised: October 25, 1990
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Revised: October 12, 2001
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Recycling Specialist I (Class No. 005481)
Recycling Specialist II (Class No. 005480)

Union Code: PR
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Variable Entry: Y
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